

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1117
GRADE: E-06

TITLE: DIRECTOR OF EQUITY PROGRAMS

DEFINITION

Under the direction of the County Executive, plans and manages the County's Equal Employment Opportunity (EEO) compliance and Affirmative Action (AA) and related programs to ensure optimum equity in the County's policies, procedures, and services; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Administers all components of the County's EEO program, including management of related training for County administrators and supervisors;
Directs staff review of County Affirmative Action plans; approves plans and recommends changes for final acceptance; oversees the compilation, interpretation and analysis of program data; directs the preparation of work force studies, analyses and reports and monitors progress in achieving program goals;
Recommends revisions in existing policies and programs to incorporate EEO/AA principles and concepts and to meet regulatory requirements;
Directs the County's compliance efforts to extend current federal civil rights protection to the disabled in all services, programs, activities and benefits provided by the County;
Oversees and directs staff investigations of discrimination and sexual harassment; reviews the results of investigations and makes appropriate recommendations; mediates difficult cases;
Keeps County Executive informed of sensitive issues and progress in achieving program goals;
Advises the County Executive and County managers and officials in the interpretation of all equity program policies and requirements;
Attends meetings and provides support to special committees and task forces related to EEO/AA issues (e.g., Task Force on Minority Retention and Upward Mobility);
Addresses community groups and the media to provide work force statistics and other program-related data;
Supervises and directs staff activities related to equity program administration;
Develops and administers program budget; Consults with County Attorney's Office as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge and understanding of the laws, regulations, administrative procedures and court decisions designed to prohibit discrimination based on race, color,

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religion, sex, national origin, handicapped condition, age, marital status, or political affiliation;

Ability to develop, recommend, and implement effective and defensible programs to achieve County equity program goals;

Ability to investigate discrimination complaints, analyze information, and recommend and implement resolutions;

Ability to supervise staff and direct the efforts of special project teams and task forces;

Ability to establish and maintain effective working relationships with County managers and employees and the public;

Ability to communicate effectively, both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to: Graduation from an accredited four-year college or university with a degree in public administration or related field; PLUS

Five years of progressively responsible experience in the development and/or implementation of equal employment opportunity/affirmative action programs for a large organization.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

Established:

March 7, 1994